



NNSA Policy Letter: BOP-003.0401
Date: June 4, 2004

TITLE NNSA Acquisition Career Development

I **OBJECTIVES** The objectives of this Policy Letter are

- A To establish training and certification requirements for the NNSA acquisition workforce as a foundation of knowledge and capabilities necessary to successfully accomplish the NNSA acquisition mission
- B To provide continuity of effective acquisition management and support of customers through adoption of DOE certification standards combined with NNSA supplemental guidance and course requirements to broaden the skills and experience base of the NNSA workforce The expansion of the experience base will provide the foundation for the NNSA Acquisition Workforce to develop future strength in Supply Chain Management
- C To define the NNSA Acquisition Workforce as including program management, property management, financial assistance, and contracting and purchasing consistent with the intent of Public Law 93-400 This Policy Letter is the directive governing training and career development for the NNSA Acquisition Workforce
- D To convey the additional training required for NNSA certification as set forth in attachments 1 through 5

II **BACKGROUND**

On May 4, 1998, DOE implemented its Acquisition Career Development (ACD) Program via Acquisition Letter (AL) 98-06, establishing specific training to achieve certification at the level required by the position This DOE ACD Program applied to GS-1102s and GS-1105s, primarily Upon NNSA's inception, the provisions of AL 98-06 and DOE 361.1 and subsequent changes were adopted Due to the reengineering and stand up of a new NNSA, evolution of industry best practices, and the need for better cross-functional integration, it has become necessary to more completely train acquisition professionals of diverse fields and series in order to implement an effective Supply Chain Management program

III CANCELLATION None

IV APPLICABILITY

- A NNSA Elements The requirements of this Policy Letter apply to all elements of NNSA and to the NNSA Acquisition Workforce, defined as individuals working in acquisition, procurement, property management, contracting and purchasing, program management, and financial assistance regardless of series designation (i.e., the NNSA ACD Program is NOT limited to the 1102 series designation)
- B Contractors The requirements of this Policy Letter do not apply to NNSA contractors
- C Exclusions Waivers to certification requirements set forth in this Policy Letter must be obtained in accordance with the applicable program module, and must be approved by the Senior Procurement Executive, NNSA

V REQUIREMENTS

- A There is hereby established an NNSA Acquisition Career Management Board, chaired by the Deputy Director, Acquisition and Supply Management, NNSA. The NNSA Acquisition Career Development Program Manager serves as Executive Director of the Board, and the Board is made up of representatives of the Site Office Managers, representative of the Director of the NNSA Service Center, and senior NNSA professionals in each of the disciplines of the NNSA Acquisition Workforce (contracting and purchasing, property management, program management, and financial assistance), as well as experts in training and education and human resources. The Board is responsible for
- (1) further developments and enhancements of the NNSA ACD program,
 - (2) ensuring currency of training requirements,
 - (3) surveying the Acquisition Workforce and training and education experts to identify best training methods and alternatives, and
 - (4) monitoring effectiveness of training to ensure optimal use of resources
- B The qualification requirements in the Federal Acquisition Reform Act (FARA), must be applied as indicated in the appropriate DOE program modules in DOE O 361.1

- C The basic "core curriculum" of the NNSA ACD Program is set forth in DOE O 361 1 NNSA has designated additional curriculum to enhance the cross-training of acquisition professionals As such, NNSA certification will only be designated upon completion of the "core curriculum" set forth in DOE O 361 1 and the additional courses in each program module
- D Specific accredited courses must be completed before employees are eligible for higher-level certification
- E Core courses are listed in the attachments to this policy letter Courses that are part of the DOE core modules are described in more detail in DOE O 361 1 NNSA additional courses are described in detail in appropriate program segments of the attachments
- F Priority for training is set forth in DOE O 361 1
- G Continuing Education
 - (1) To maintain currency of knowledge and skills, individuals in the NNSA Acquisition Workforce who have satisfied the mandatory training requirements of the ACD program must complete at least 80 hours of continuing education or training every 2 years The additional training required for NNSA Certification can be used to satisfy that requirement
 - (2) Opportunities to complete continuing education range from formal classroom training to online courses to conference attendance Supervisors shall ensure cost-effective training options are utilized to ensure the best cross-training continuing education opportunities are made available to individuals
 - (3) Each year an Individual Development Plan (IDP) will be completed by the employee and the immediate supervisor in accordance with DOE O 360 1B to ensure that the continuing education requirement will be satisfied within the required 2 year period Supervisors shall assist individuals in an informal personal skills needs assessment, taking into account both the training needs of the individual and the best use of training for the organization, developing an appropriate training path, and committing it to the IDP
 - (4) Consequences for failing to meet initial standards and/or continuing education requirements *may* include rescission of contracting officer warrants, and loss of career opportunity or qualifications, and in extreme cases the potential for removal from the position series, or loss of employment

(5) Requirements for the completion of continuing education will be reflected annually in performance appraisals. Non-completion of continuing education in the absence of mitigating factors will result in a rating of "needs improvement" or "does not meet expectation" for the performance standard.

(6) Supervisors and employees will be held accountable to ensure training requirements are met.

VI RESPONSIBILITIES

Responsibilities for implementation of the ACD are detailed in DOE Order 361.1. Additionally,

A. NNSA Procurement Executive will grant or deny any waivers to the certification requirements on a case-by-case basis.

B. NNSA Deputy Director, Office of Acquisition and Supply Management is responsible for ensuring each member of the Acquisition Workforce is certified to the career level appropriate to the grade they occupy or to their responsibilities, in accordance with this Policy Letter.

C. NNSA Acquisition Program Manager

(1) Identify and publish initial and continuing education opportunities to enhance the progression of Acquisition Workforce members toward the Supply Chain Management emphasis of the long-range NNSA Acquisition Program.

(2) Manage development of the NNSA Acquisition Career Development Program core curriculum.

D. Training and Development. Ensure adequate funding, planning, delivery, and evaluation of training events.

E. Managers of Acquisition Professionals. Review IDPs annually and ensure Acquisition Workforce personnel are afforded opportunities to obtain initial Acquisition training and continuous education as set forth within this Policy Letter.

F. Individual Acquisition Professionals. Prepare and periodically, but not less than annually, update IDPs and submit to supervisors for review and comment.

VII REFERENCES

DOE O 361 1 – Acquisition Career Development,
DOE O 360 1-1A – Federal Employee Training Manual

VIII CONTACT

Questions concerning this order should be addressed to the NNSA Headquarters
Office of Acquisition and Supply Management, NA-63

VIII DEFINITIONS

Definitions are set forth in DOE O 361 1

BY ORDER OF THE SENIOR PROCUREMENT EXECUTIVE



A handwritten signature in black ink, reading "Robert C. Braden". The signature is written in a cursive style with a large, prominent "R" and "B".

Robert C. Braden
Senior Procurement Executive
National Nuclear Security Administration

CONTRACTING AND PURCHASING CAREER DEVELOPMENT PROGRAM

1 INTRODUCTION The intent of this Policy Letter is to establish additional performance expectations and cross-training requirements for acquisition professionals that will increase their effectiveness within the organization. This attachment provides additional requirements for NNSA contracting/purchasing personnel to plan their career development so that they may become more competitive for higher-level acquisition positions, and for NNSA managers to structure the development of their staff supporting NNSA's Supply Chain Management System.

2 CONTRACTING SERIES QUALIFICATIONS AND STANDARDS Basic qualification standards are set forth in DOE O 361.1. Additional NNSA qualification and certification standards follow within this attachment. Cross training is essential to the progress of Acquisition Professionals throughout their careers and is critical to the success of NNSA's move toward Supply Chain Management. As such, Acquisition Professionals currently certified will retain their level of certification, but will schedule cross-training requirements as part of their initial continuing education. Commencing the date of publication of this policy, an Acquisition Professional seeking a higher level of certification than that currently held will not be certified at a higher level until cross-training requirements for previous levels are completed.

3 ROLES AND RESPONSIBILITIES Within NNSA, overall responsibility for the Contracting and Purchasing Career Development Program rests with the NNSA Senior Procurement Executive. Organizational management is assigned to the Deputy Director, Acquisition and Supply Management, NNSA Headquarters. The day-to-day management and administration of the program has been assigned to the NNSA Acquisition Program Manager, who shall work with the NNSA Acquisition Career Management Board in these matters.

4 CONTRACTING AND PURCHASING CERTIFICATION PROGRAM NNSA has designated four proficiency levels of required training, experience and education requirements. These levels are outlined below:

- Level I (entry)
- Level II (Intermediate)
- Level III (Advanced)
- Level IV (Executive)

Levels I through III are detailed in DOE O 361.1. NNSA had designated an additional Level to develop an Acquisition Corps that will be better prepared to respond to the evolution of Acquisition into Supply Chain Management. This Level IV certification builds upon the basic DOE certification program and additionally requires cross training in Logistics, Earned Value Management, Property Administration, and Project Management in order to prepare Acquisition Professionals to move forward in their development within the Supply Chain Management career field. Additionally, it is

envisioned that current and future Site Managers will benefit from this core knowledge to better serve the NNSA complex providing a broader perspective as the integration of the acquisition field becomes a reality

5 CORE AND DESIRED/ELECTIVE CAREER PATH CURRICULUM The NNSA career path curriculum and associated levels build upon the basic DOE curriculum. Both DOE and NNSA requirements for identified levels must be completed before NNSA certification levels are awarded.

a DOE Core Curriculum

Level I

CON 101 Fundamentals of Contracting
CON 104 Contract Pricing

Level II

CON 210 Government Contract Law
CON 202 Intermediate Contracting
CON 204 Intermediate Contract Pricing

Level III

CON 353 Advanced Business Solutions for Mission Support
PMC Project Management Overview

b NNSA Core Curriculum

Level I

DOE Level I Courses
LOG 101 Acquisition Logistics Fundamentals

Level II

DOE Level II Courses
IND 101 Contract Property Administration Fundamentals

Level III

DOE Level III Courses
BCF 102 Fundamentals of Earned Value Management

Level IV

LOG 304 Executive Acquisition Logistics Management

ATTACHMENT 1, APPENDIX A. LEVEL I THROUGH IV MANDATORY COURSES

NNSA courses for Level I, II and III (partial list), are described in DOE O 361 1, Attachment 1, Appendix A, Page A-1. The following additional course descriptions apply to NNSA Levels I through IV. These courses have been added throughout the certification ladder to maintain expertise and cross training at each level. In order for a current Level II or Level III certified employee to reach the next level of certification, that employee must complete the additional courses listed below for each level already completed. (For example, in order to reach NNSA Level IV certification, a currently-certified Level III employee would have to complete LOG 101, IND 101, CON 353, BCF 102, and LOG 304.)

Level I Courses

LOG 101, Acquisition Logistics Fundamentals is designed to provide a broad overview of the role of acquisition logistics in the system acquisition life cycle and system engineering processes. Topics include, logistics-relevant aspects of requirements identification, life-cycle costing, integrated product and process development, sustainment logistics, supportability analysis, product support, contracting, and contractor support.

Level II Courses

IND 101, Contract Property Administration Fundamentals provides a comprehensive understanding of the contractual regulatory and statutory requirements for Government property administration.

Level III Courses

BCF 102, Fundamentals of Earned Value Management introduces students to the process of developing a baseline plan. It enhances understanding of the relationship between EVM data analysis and industry and Government program decisions.

Level IV Courses

LOG 304 Executive Acquisition Logistics Management is designed to instill an understanding of the complex relationships among logistics support planning, acquisition policy, requirements determination, program management, contracting, and Government funds management.

CONTRACTING AND PURCHASING CURRICULUM

| DOE | DAU | NNSA 2005/2007 |
|--|--|---|
| Level I (Entry) Core Courses | | |
| CON 101 Fundamentals of Contracting CON 104 Contract Pricing | CON 100 Shaping Smart Business Arrangements CON 101 Basics of Contracting CON 104 Principles of Contract Pricing (desired) CON 237 SAP | CON 101 Basics of Contracting CON 104 Principles of Contract Pricing LOG 101 Acquisition Logistics Fundamentals |
| Level II (Intermediate) Core Courses | | |
| CON 202 Intermediate Contracting CON 204 Intermediate Contract Pricing CON 210 Government Contract Law | CON 202 Intermediate Contracting CON 204 Intermediate Contract Pricing CON 210 Government Contract Law | CON 202 Intermediate Contracting CON 204 Intermediate Contract Pricing CON 210 Government Contract Law IND 101 Contract Property Administration Fundamentals |
| Level III (Advanced) Core Courses | | |
| CON 353 Advanced Business Solutions for Mission Support PMC Project Management Overview | CON 353 – Advanced Business Solutions for Mission Support 2 Electives | CON 353 Advanced Business Solutions for Mission Support PMC Project Management Overview BCF 102 Fundamentals of Earned Value Mgt |
| Level IV (Executive) Core Courses | | |
| | | LOG 304 Executive Acquisition Logistics Mgt |

PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT PROGRAM MODULE

1 INTRODUCTION DOE has identified personal property management as a critical acquisition-related career field. Accordingly the NNSA Personal Property Management Career Development (PPMCD) Program is a mandatory certification program.

2 ROLES AND RESPONSIBILITIES The NNSA Senior Procurement Executive is responsible for implementation of the NNSA PPMCD Program. Functional management, including design and content of curriculum has been assigned to the Deputy Director, Office of Acquisition and Supply Management, NNSA. The NNSA ACD Program manager is responsible for the day-to-day administration and management of the certification program, and shall work with the Acquisition Career Development Board in these matters.

3 PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT (PPMCD) PROGRAM The PPMCD core program is defined by DOE Order 361.1 as three levels of training certification. NNSA has established a fourth level of expertise to expand this core level of expertise within NNSA acquisition professionals.

4 CORE CAREER PATH CURRICULUM The NNSA career path curriculum and associated levels build upon the DOE curriculum as noted below. Both DOE and NNSA requirements for identified levels must be completed before NNSA certification levels are awarded.

a DOE Core Curriculum

Level I

IND 101 Contract Property Administration Fundamentals
CON 101 Basics of Contracting

Level II

IND 201 Intermediate Contract Property Administration
CON 210 Government Contract Law
IND 102 Contract Property Disposition
Demilitarization Course
Personal Property and Nonproliferation Course

Level III

IND 103 Contract Property Systems Analysis
IND 202 Contract Property Management Seminar
Advanced Government Property Management

b NNSA Core Curriculum Supplement

Level I

DOE Level I Courses

IND 102 Contract Property Disposition

LOG 101 Acquisition Logistics Fundamentals

Level II

DOE Level II Courses (IND 102 moved to a level I requirement)

CON 202 Intermediate Contracting

IND 202 Contract Property Management Seminar

Level III

DOE Level III Courses

Level IV

CON 353 Advanced Business Solutions for Mission Support

ATTACHMENT 2, APPENDIX A.
LEVEL I THROUGH IV PERSONAL PROPERTY MANAGEMENT COURSES

NNSA courses for Level I, II and III (partial list), are described in DOE O 361 1, Attachment 1, Appendix A, Page A-1. The following *additional* course descriptions apply to NNSA Levels I through IV. These courses have been added throughout the certification ladder to maintain expertise and cross training at each level. In order for a current Level II or Level III certified employee to reach the next level of certification, that employee must complete the additional courses listed below for each level already completed. (For example, in order to reach NNSA Level IV certification, a currently-certified Level III employee would have to complete IND 102, IND 103, IND 202, CON 202, and CON 353.)

Level I Courses

IND 102, Contract Property Disposition, is designed to enhance the skill of Government personnel performing contract property disposition functions. Participants analyze the responsibilities of disposal and property management personnel and their relationships with contractors, and contractor employees engaged in the disposition of Government property furnished in the support of contracts. Topics include contract property disposition, regulations, and guidance contained in the FAR. Implementing regulations, and ethical principles are explained and discussed.

LOG 101, Acquisition Logistics Fundamentals, is designed to provide a broad overview of the role of acquisition logistics in the system acquisition life cycle and system engineering processes. Topics include, requirements identification, life-cycle costing, integrated product and process development, sustainment logistics, supportability analysis, product support, contracting, and contractor support.

Level II Courses

CON 202, Intermediate Contracting, concentrates on management functions of all phases of contracting. Emphasis is placed on problem analysis and resolution through case studies and practical exercises. Pre-award contracting concentrates on management functions and contracting problem analysis and resolution. Students will use ethical principles and will develop decision-making skills relevant to the management of a wide variety of Government acquisitions.

IND 202, Contract Property Management Seminar, is moved from a DOE Level III requirement to an NNSA Level II requirement.

Level IV Courses

CON 353, Advanced Business Solutions for Mission Support, replaces CON 301 and CON 333 as the Advanced Contracting syllabus capstone.

PERSONAL PROPERTY MANAGEMENT PROGRAM CURRICULUM

| DOE | DAU | NNSA 2005 | NNSA 2007 |
|---|--|---|---|
| Level I (Entry) Core Courses | | | |
| IND 101 Contract Property Administration Fundamentals CON 101 Basics of Contracting | IND 101 Contract Property Administration Fundamentals IND 102 Contract Property Disposition IND 103 Contract Property Systems Analysis CON 100 Shaping Smart Business Arrangements CON 101 Basics of Contracting | IND 101 Contract Property Administration Fundamentals IND 102 Contract Property Disposition IND 103 Contract Property Systems Analysis CON 101 Basics of Contracting LOG 101 Acquisition Logistics Fundamentals | IND 101 Contract Property Administration Fundamentals IND 102 Contract Property Disposition IND 103 Contract Property Systems Analysis CON 101 Basics of Contracting LOG 101 Acquisition Logistics Fundamentals |
| Level II (Intermediate) Core Courses | | | |
| IND 201 Intermediate Contract Property Administration CON 210 Government Contract Law IND 102 Contract Property Disposition Demilitarization Course Personal Property and Nonproliferation Course | IND 201 Intermediate Contract Property Administration IND 202 Contract Property Management Seminar CON 202 Intermediate Contracting CON 210 Government Contract Law | IND 201 Intermediate Contract Property Administration CON 202 Intermediate Contracting CON 210 Government Contract Law | IND 201 Intermediate Contract Property Administration CON 202 Intermediate Contracting CON 210 Government Contract Law DOE Demilitarization Course DOE Personal Property and Nonproliferation Course |
| Level III (Advanced) Core Courses | | | |
| IND 103 Contract Property Systems Analysis IND 202 Contract Property Management Seminar Advanced Government Property Management | CON 353 Advanced Business Solutions for Mission Support | IND 202 Contract Property Management Seminar Advanced Government Property Management LOG 101 Acquisition Logistics Fundamentals | IND 202 Contract Property Management Seminar LOG 101 Acquisition Logistics Fundamentals |
| Level IV (Executive) Core Courses | | | |
| | | CON 353 Advanced Business Solutions for Mission Support | CON 353 Advanced Business Solutions for Mission Support |

ATTACHMENT 3: FINANCIAL ASSISTANCE CAREER DEVELOPMENT PROGRAM MODULE

1 INTRODUCTION DOE has identified Financial Assistance as a critical acquisition-related career field. In order to ensure the NNSA Acquisition Workforce is qualified in the award and administration of financial assistance, this program module has been developed. It provides the information and guidelines to plan career development programs for procurement professionals performing financial assistance duties to enable them to become more competitive for higher-level positions in acquisition-related fields.

2 ROLES AND RESPONSIBILITIES The NNSA Senior Procurement Executive is responsible for implementation of the NNSA Financial Assistance Career Development Program. Functional management, including design and content of curriculum has been assigned to the Deputy Director, Office of Acquisition and Supply Management, NNSA. The NNSA ACD Program Manager is responsible for the day-to-day administration and management of the certification program, and shall work with the Acquisition Career Development Board in these matters.

3 FINANCIAL ASSISTANCE CAREER DEVELOPMENT PROGRAM The Financial Assistance core program is defined by DOE Order 361.1 training certification. The Financial Assistance function at NNSA is performed by contract specialists. Therefore, the curriculum below is considered additional and not a replacement for the Acquisition workforce member's initial/foundational certification requirements.

4 CORE CAREER PATH CURRICULUM The NNSA career path curriculum builds upon the DOE curriculum as noted below. Both DOE and NNSA requirements must be completed before NNSA certification is awarded.

- a DOE Core Curriculum
Federal Financial Assistance
Cost Principles OMB Circulars A-21, A-87, A-122 and FAR 31.2
Federal Funds Management
- b NNSA Core Curriculum Supplement
DOE Core Curriculum Courses
CON 210 Government Contract Law

4 CONTINUING EDUCATION To remain current in financial assistance, specialists are required to obtain 80 hours of continuing education or training every 2 years. Financial assistance requirements should be viewed as a complement to already existing acquisition requirements. If employees perform a mix of acquisition and financial assistance responsibilities, the total 80 hours of combined continuing education should include both functional areas.

ATTACHMENT 3, APPENDIX A.
FINANCIAL ASSISTANCE CERTIFICATION COURSES

NNSA courses are described in DOE O 361 1, Attachment 3 Appendix A. The following *additional* course descriptions apply to NNSA. These courses have been added to maintain expertise and cross training.

NNSA Courses

CON 210 Government Contract Law

**ATTACHEMENT 4: PROJECT MANAGEMENT
CAREER DEVELOPMENT PROGRAM MODULE
(RESERVED)**

**PROGRAM MANAGEMENT
CAREER DEVELOPMENT PROGRAM MODULE
(RESERVED)**